

Element Performance Inspection (EPI) Data Collection Tool

2.1.1 Manual Currency (OP)

ELEMENT SUMMARY INFORMATION

Purpose of This Element (Certificate Holder's responsibility):

- To ensure that the Certificate Holder's manual has policy, instruction, information or procedures to keep current their manual. To ensure that those personnel furnished changes and additions to their manual or appropriate parts of the manual are kept up-to-date.

Objective (FAA oversight responsibility):

- To determine if the Certificate Holder follows its procedures, controls, process measurements and interfaces for the Manual Currency process.
- To determine if there were any changes in the personnel identified by the Certificate Holder as having responsibility and/or authority for the Manual Currency process.

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirement(s) (SRRs):

- SRRs:
 - 121.133(a)
 - 121.135(a)(1)
 - 121.135(a)(2)
 - 121.135(a)(3)
 - 121.135(b)(1)
 - 121.135(b)(2)
 - 121.135(b)(3)
 - 121.137(b)

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:
 - 121.141(a)
- FAA Policy/Guidance:

EPI SECTION 1 – PERFORMANCE OBSERVABLES

Objective: (FAA oversight responsibility): To determine if the Certificate Holder follows its procedures, controls, process measures and interfaces for the Manual Currency.

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review information listed in the Supplemental Information section of this data collection tool.
- 2 Review the policies, procedures, instructions and information for the Manual Currency process contained in the Certificate Holder's manual.
- 3 Review the associated SAI for this element with emphasis on the controls, process measurements and interface attribute sections.
- 4 Observe the Manual Currency process to gain an understanding of the procedures, instructions and information contained in the Certificate Holder's manual.
- 5 Discuss the Manual Currency process with the personnel (other than management) that perform the duties and responsibilities required by the process.

Questions

To meet this objective, the inspector must answer the following questions:

- 1 Were the following Performance Measures met:

- 1.1 Were the manuals that were reviewed in current revision status?
SRRs: 121.133(a); 121.137(b)

☐ Yes
☐ No, Explain

Related performance JTIs:

- Check at the technical publication library that the Certificate Holder has current operations manuals for flight, ground operations and management personnel as required by the regulations.
Sources: 121.133(a)
- Check at the technical publication library that the general operations manual has the instructions and information necessary to maintain the currency of its flight, ground operations and management operations manuals in accordance with Certificate Holder design.
Sources: 121.133(a)
- Check at the dispatch center that the dispatchers have kept their operations manuals current in accordance with Certificate Holder design.
Sources: 121.137(b)
- Check at the aircraft cockpit that the pilots have kept their operations manuals current in accordance with Certificate Holder design.
Sources: 121.137(b)
- Check at the aircraft cabin that the flight attendants have kept their operations manuals current in accordance with Certificate Holder design.
Sources: 121.137(b)
- Check at the Air Carrier offices that management personnel have kept their operations manuals current in accordance with Certificate Holder design.
Sources: 121.137(b)

	<ul style="list-style-type: none"> • Check at the air carrier specified location that ground personnel have kept their operations manuals current in accordance with Certificate Holder design. <i>Sources: 121.137(b)</i> • Check at the technical publication library that the Certificate Holder's general operations manual has instructions and information specifying how each person who is issued a manual will keep it current in accordance with Certificate Holder design.. <i>Sources: 121.137(b)</i> 	
2	<p>Were the Certificate Holder's policies, procedures, instructions and information contained in its manual for the Manual Currency process followed? SRRs: 121.135(a)(2); 121.135(a)(3)</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check at the technical publication library that the Certificate Holder's manuals are in a form that is easy to revise as required by the regulations. <i>Sources: 121.135(a)(2)</i> • Check at the certificate holding district office that the Certificate Holder's manuals have the date of last revision on each page concerned as required by the regulations. <i>Sources: 121.135(a)(3)</i> 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3	Were the Manual Currency process controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4	Did the records for the Manual Currency process comply with the instructions provided in the Certificate Holder's manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5	Were the process measurements for the Manual Currency process effective in identifying problems or potential problems and providing corrective action for them?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6	Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions and information that are interrelated with this element?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<i>EPI SECTION 1 – PERFORMANCE OBSERVABLES –Drop Down Menu</i>
1. Personnel.
2. Tools and Equipment.
3. Technical Data.
4. Procedures, policies or instructions or information.
5. Materials.
6. Facilities.
7. Controls.
8. Process Measures.
9. Interfaces.
10. Desired Outcome.
11. Other.

EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES

Objective: To determine if the person identified by the Certificate Holder having responsibility and/or authority for the Manual Currency is qualified, knowledgeable, and recognizes that responsibility and/or authority. (The person with the authority may or may not be the person with the responsibility.)

Tasks

To meet this objective, the inspector must accomplish the following tasks:

1 Identify the person that has overall responsibility for the Manual Currency.

2 Identify the person that has overall authority for the Manual Currency.

NOTE: If no personnel or major program changes (as defined by the Principal Inspector) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3–6 below. Answer questions 2.1 & 2.2 below, and provide the name/title.

3 Review the duties and responsibilities for those who manage the Manual Currency process documented in the Certificate Holder's manual.

4 Review the appropriate organizational chart.

5 Discuss the Manual Currency process with the management personnel identified in Tasks 1 and 2.

6 Evaluate the qualifications and work experience of the management personnel identified in Tasks 1 and 2.

Questions

To meet this objective, the inspector must answer the following questions:

2. Are the following aspects of the Management Responsibility and Authority Attributes addressed in the Manual Currency process:

2.1 Is there a clearly identified person who is responsible for the quality of the Manual Currency process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input type="text"/>
2.2 Is there a clearly identified person who has authority to establish and modify the Certificate Holder's procedures, policies or instructions and information for the Manual Currency process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input type="text"/>
2.3 Does the responsible person know that he/she has responsibility for the Manual Currency process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.4 Does the person with authority know that he/she has authority for the Manual Currency process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.5 Does the person with responsibility for the Manual Currency process meet their qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.6 Does the person with authority to establish and modify the Manual Currency meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<input type="checkbox"/> Not Applicable
2.7 Does the person with responsibility understand the controls, process measurements, and interfaces associated with the Manual Currency process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.8 Does the person with authority understand the controls, process measurements, and interfaces associated with the Manual Currency process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.9 Does the responsible person know who has authority to establish and modify the Manual Currency process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.10 Does the individual with authority know who has the responsibility for the Manual Currency process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<i>EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES –Drop Down Menu</i>	
1. Assignment of responsibility.	
2. Assignment of authority.	
3. Does not understand procedures, policies or instructions and information.	
4. Does not understand controls.	
5. Does not understand process measurements.	
6. Does not understand interfaces.	
7. Span of control.	
8. Position vacant.	
9. Other.	